



UNACCOMPANIED PERSONEL HOUSING (UPH) OFFICE PROCEDURES FOR CLEARING THE BARRACKS



1.	Promptly report to your unit’s Barracks Management Office (BMO) (0800-1630, M-F) following receipt of your out-processing paperwork
-	Schedule a room inspection that’s not earlier than 3 days prior to your departure or start of leave
2.	Bring copies of the following documents on the day of your room inspection:
-	PCS orders and all amendments
-	DA Form 31 with control number (Leave Form)
-	Flight itinerary for service member
-	DD Form 1299 (Household Goods Packing and Pick-up Form)
3.	Barracks Manager (BM) inspects your room, confirms that it’s cleared / cleaned and ensures that furnishings are inventoried / undamaged / cleaned
4.	Obtain the following from your BM upon completion of the room inspection:
-	Termination Letter clearing you from the barracks
-	BMO clearance stamp on your out-processing paperwork

If you have any questions, Please Contact the DPW UPH Office at 808-655-7699